

**Warren County Commissioners
Work Session
Commissioners Conference Room
February 22, 2022, 12:00 p.m.**

Commissioner Tricia Durbin called the Work Session of the Warren County Commissioners to order with Commissioner Jeff Eggleston present, and Commissioner Benjamin Kafferlin present by phone

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Phil Gilbert, Director of Tax Claim, Krystle Ransom, Director of Elections, and Attorney Nathaniel Schmidt

Citizens Present: Josh Cotton (WTO), Andy Close (Titusville Herald), Scott Kulka, Rick Marzella, Dick Balas, Kirk Gusher, Dale Sorensen, James Paterniti, and Frank Anthony

Announcements:

Commissioner Tricia Durbin started the meeting by stating that the meeting will be recorded.

Public Hearings: None

Public Comment: None

New Items of Discussion:

Open Bids for Reconstruction of Center St., Bear Lake Borough: Commissioner Tricia Durbin stated that we received six bids for this project as follows:

IA Construction	\$249,352.60
John Anderson Construction	\$328,333.50
Lake Shore	\$214,689.83
McCormick Construction	\$298,431.38
Horizon Construction	\$238,181.00
Lindy Paving	\$232,411.00

Open Bids for Pratt St. Sanitary Sewer Replacement, Sheffield: Commissioner Tricia Durbin stated that we received five bids for this project as follows:

Duffy Inc.	\$172,595.00
Klinginsmith Enterprises	\$194,500.95
J. Stewart Excavating	\$128,017.50
Mealy Excavating	\$103,604.00
Continental Construction	\$178,648.00

Lorri Dunlap stated that she will review these with the municipalities and will award at a later date if everything is in order.

Increasing of UPI fee: Brian Bull, Chief Assessor, and Lisa Burkhouse, Register and Recorder discussed the UPI fee. Brian Bull stated that in 2008 when this fee was put into place it was \$10.00 per parcel. This fee has never been increased, and we are asking that this fee be increased to twenty dollars (\$20.00). He stated that this is inline with other counties.

Lisa Burkhouse stated that in January they did 130 deeds. Deeds are the only document that gets verified, and that this UPI fee is for.

Brian stated that each deed is reviewed by assessment before it goes to the Register/Recorder office for recording. He and Lisa stated that the deeds are verified that the parcel number is correct, along with many other items. Basically, each line of the deed is reviewed before sent to the Register/Recorders office for filing.

Lisa Burkhouse stated that before she took office, she had visited a few other counties, and Warren County has the lowest fee.

Commissioner Tricia Durbin asked that Lisa get more information as to the number of deeds recorded each year. Just to determine how many deeds and transfers we are talking about.

Open RFPs for Ration Study: Commissioner Tricia Durbin stated that the ratio study has to do with the reassessment discussions. Today we do not have any to review.

Commissioner Jeff Eggleston stated that one consultant stated that he currently could not commit on such short notice.

Commissioner Tricia Durbin stated that maybe we need to extend our deadline so that both parties can present their proposals.

Liquid Fuel Allocations for 2022: Pamela Matve, Chief Clerk presented three scenarios for allocating the liquid fuels. She then stated that with advice from the Commissioners, she would like to put the resolution on tomorrow's agenda for approval.

Commissioner Jeff Eggleston stated that he would like to go with the higher proposal so that we can do the most for our municipalities, and this would be to allocate \$115,000.00. Commissioner Tricia Durbin agreed.

Landbank Update: Commissioner Jeff Eggleston gave an update on the Landbank formation. He stated that he will give a more robust update once Attorney Nathaniel Schmidt has had time to review various documents.

He reviewed the steps that will need to be taken before the finalization.

Commissioner Tricia Durbin asked so this is for properties that have been blighted so they can be transferred and owned by the RDA to either be rehabbed, or demolished and then the land or building can be sold.

Commissioner Jeff Eggleston explained how this works and Phil Gilbert, Director of Tax Claim stated that landbanks can get ahead of bidders at tax sales. He went on to explain that a building/home can be sold at tax sale, that has already sat for three or four years, and the new owner does nothing and it goes on the tax sale again; now it has sat for six or seven years.

Grant Writing Proposal: Commissioner Jeff Eggleston stated that this has come about during a conversation at a WCCBI meeting. The commissioners are getting requests daily and the ARPA funds can help pay towards grants.

He presented a proposal for a Task Force of no less than seven people that would be authorized by resolution from the commissioners.

Commissioner Jeff Eggleston then reviewed the proposal of what the task force would accomplish between the time it was approved and December 31, 2023.

Commissioner Tricia Durbin stated that she personally would like to see a grant writer on staff for the county. The task force can be the first step, but we need to look long term.

Commissioner Benjamin Kafferlin echoed Commissioner Tricia Durbin words.

Commissioner Jeff Eggleston stated that this does not prevent us from hiring a grant writer; this would be a test to finding the right person.

Commissioner Tricia Durbin stated that she is not in favor of taking the 7million and turning it into match funds.'

Commissioner Jeff Eggleston stated that this is beyond what one grant writer can do.

ARPA Funds: Lisa Hagberg, Finance Director stated that while some of the items for the ARPA funds were approved, there are three items that she would like to add. First, we paid for the upgrade to our Laserfiche program, but it did not include the module for records management. Second, it was discussed that public safety could write their own county operations plan, but this is not the case therefore we need to reinstate the request. Third, The Fire Services is asking what happened to their proposal for funds for a promotional video. She stated that she had this on an outside request and has been informed that this should be an inside request as public safety is in charge.

She stated that she is looking for approval for three items; Records management module, \$7200.00, County emergency operations plan, \$20,000.00, and Fire Services promotional video, \$27,880.00. These requests will be requested at tomorrow's public meeting.

Commissioner Tricia Durbin stated that she is not on board with hiring Donnie Rosie at this time, the project should go out for bid.

Old Items of Discussion: None

Projects:

Policies & Procedures: Pamela Matve, Chief Clerk stated that she has a resolution on tomorrow's agenda for the approval of two Human Resource Policies/Procedures.

Upcoming Commissioner Meeting Review:

The agenda for the February 23, 2022 meeting was reviewed.

Department/Committee Updates:

Elections: Krystle Ransom, Director of Elections stated that she and finance are working on an agreement with Rapid Financial so that the poll workers, just as jurors, can be paid on a debit card rather than processing a paper check.

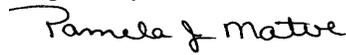
Tax Claim: Phil Gilbert, Director of Tax Claim stated that the letters he spoke about sending has been generating some payments and phone calls from those that were late on taxes and didn't realize it. So, it is working.

Commissioner's Schedule

General Discussion:

With nothing further, the work session was adjourned at 12:53 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

